

# INSTRUCTIONS & CHECKLIST

## PACKET “K” -- CHILD SUPPORT CALCULATIONS

### I. REQUESTING ASSISTANCE TO ARRIVE AT A CHILD SUPPORT CALCULATION

This packet is to be used when the parties need assistance to calculate a child support amount according to the Uniform Child Support Guidelines. Carefully read the instructions, and submit the entire packet to the Clerk of District Court once the forms are fully completed and exchanged with the other party.

#### STEP 1. -- Filling Out The Forms

- ☐ Form #CS-1 Fill in the caption (legal names, cause number, Department #). Date and sign. Only one signature is required.
- ☐ Form #CS-2 Instructions to complete financial affidavits. Read. Compile all the information listed, if applicable.
- ☐ Form #CS-3 & #CS-4 The Mother completes Form CS-3. The Father completes Form CS-4. Fill in every section. Sign on page 5 in front of a notary public.  
\*\*\* Please note: The Clerk of Court’s Office cannot notarize these documents. Notaries can be found at banks, law offices, etc.
- ☐ Form #CS-5 Complete the caption.
- ☐ Form #CS-6a & #CS-6b Read the instructions. The Mother fills out Form CS-6a. The Father fills out Form CS-6b. On page 2, fill in the caption and answer the questions. There is one set for each party.
- ☐ Form #CS-7a & 7b This form is to be used if you do not agree with information that the other party has submitted in his/her affidavit. There is one form for each party. The Mother uses Form CS-7a. The Father uses Form CS-7b.
- ☐ Form #CS-8 Complete the caption.

#### STEP 2. -- Making Copies

- ☐ Make copies of all the documents for your records.
- ☐ Make a copy of your affidavit (Form #CS-3 or #CS-4) for the other party.

#### STEP 3. -- What To Do With the Forms

- ☐ Complete the Certificate of Service on the last page of your Financial Affidavit as to the date and address you delivered/mailed it, and sign the Certificate of Service. Deliver/mail a copy of your completed Financial Affidavit to the other party.
- ☐ Bring the original of Forms # CS-1, CS-3, CS-4, CS-5, CS-6a, CS-6b and CS-8 to the Clerk of District Court’s Office.
- ☐ If at all possible, submit the documents to the Clerk’s office when both of you have completed and exchanged affidavits. If all you are waiting on is the other party's affidavit, you can remit all documents to the Clerk’s office, and the other party can separately remit his/her affidavit.

- ☐ If you have objections to the content in the other party's affidavit, complete Form CS-7a or b including the certificate of service, deliver/mail a copy to the other party, and remit the original form to the Clerk's office.

#### **STEP 4. -- What Happens Now?**

A licensed attorney working with the Mini-Grant Self-Help Law Program will review the documentation and prepare a calculation pursuant to Montana's Uniform Child Support Guidelines. Should he/she require additional information or have any questions, you may be contacted by that attorney.

The child support calculation arrived at will be filed with the Clerk of District Court and the Judge assigned to your case will review your file. The financial affidavits and supporting documentation will be made a part of your court file, but will be sealed and not accessible to the public.

The Attorney's Report of Child Support Calculation follows the Montana Uniform Child Support Guidelines. A copy of this report will be mailed to you. If there is a specific valid reason for requesting a variance from this calculated child support amount, you may submit the information to the Court within ten days.

If all your documentation is in order, a hearing on the entry of final decree will be scheduled. You will then receive notice of the hearing.